



## Memorandum # 6/2005

Commonwealth of Massachusetts | Public Employee Retirement Administration Commission  
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Joseph E. Connarton, *Executive Director*

### MEMORANDUM

TO: All Retirement Boards

FROM: Joseph E. Connarton, Executive Director

RE: The PERAC 2004 Publications Library on CD

DATE: January 20, 2005

I am pleased to present you with a CD containing PERAC's 2004 Publications Library. This library contains, in PDF format, educational manuals, regulations, form templates, annual reports, and memos issued by PERAC from January 1997 through November 2004. It not only provides an additional means of accessing this information, but it also gives a permanent and comprehensive archive of these materials. A booklet containing helpful hints and tips for using Adobe Acrobat Reader 6, accompanies the CD.

Storage space is at a premium at many retirement boards, and hard copies of documents cannot always be located quickly. Containment of mailing, copying, and printing costs is an issue for PERAC and the retirement boards alike. In view of these factors, distribution of information on CD in this manner is a practical and cost-effective approach.

If this initial CD meets with a positive response, PERAC will issue an updated edition annually. We welcome your suggestions about changes and enhancements for such future editions. Please share your ideas with Sarah Kelly in PERAC's Communications Unit. She can be reached by telephone at extension 970 or via e-mail at [Sarah.Kelly@state.ma.us](mailto:Sarah.Kelly@state.ma.us).

Enclosure